



## Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the part-time position of:

### **Part-Time Library Assistant I** Belmont Public Library Circulation Services

**Starting Hourly Rate: \$16.6668**

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **February 23, 2018.**

The Belmont Public Library seeks a Library Assistant performing circulation desk duties. Responsibilities include but are not limited to: checking materials in and out, renewing materials, collecting and recording fees and fines, issuing library cards and entering patron data, answering main desk telephone, retrieving items for paging list (reserve requests), notifying patrons regarding reserved materials availability. Also includes: providing patron assistance and responding to questions and concerns, sorting, distributing and processing materials from other libraries, and sorting and shelving materials. Strong customer service skills required.

A minimum of a high school diploma or equivalent required, along with one year of library experience, or any combination of education and experience.

This is a permanent part-time position to be scheduled 8-12 hours a week as follows:

Saturday: 9:00am to 5:00pm

Sunday: 1:00pm to 5:00pm from October 1 to May 31

Summer Reduced Schedule: Summer Saturdays 9:00am to 1:00pm, Library closed on Sundays

There will be opportunities for additional hours to supplement Circulation Department Schedule.

The starting hourly rate is \$16.6668 and does not include benefits other than those required by law.

Resumes accepted at The Town of Belmont, Human Resources Office, 455 Concord Avenue, Belmont, MA 02478 or [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov) or fax to 671-993-2741 by **February 23, 2018.**



## **Application Process**

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov), calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department  
Town of Belmont  
455 Concord Avenue  
Belmont, Massachusetts 02478  
(617) 993-2740  
[humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov)

**Town of Belmont  
Job Description  
Library Assistant I – Circulation Services**

**PURPOSE OF POSITION**

The purpose of this position is to perform library circulation duties; assist library patrons; and perform other clerical duties as assigned. The work is performed under the supervision of the Circulation Supervisor.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Performs circulation desk duties. Checks materials in and out, renews materials, collects and records fees and fines, issues library cards and enters patron data, answers main desk telephone, places reserves and network transfers, notifies patrons regarding reserved materials availability.
- Participates in on-going training.
- May assist in training new employees.
- May represent the library to various library and network committees. Attends and participates in network meetings, library meetings and other meetings.
- Provides patron assistance and responds to questions and concerns.
- Sorts, distributes and processes materials from other libraries. Sorts and shelves materials.
- Checks and prepares overdue notices for mailing.
- Creates displays.
- Performs assigned clerical tasks.
- Troubleshoots routine photocopier problems.
- Other related duties as assigned.

**MINIMUM QUALIFICATIONS**

High school diploma or equivalent with one year library experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job.

## **PERFORMANCE APTITUDES**

### **Data Utilization:**

Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

### **Human Interaction:**

Requires the ability to persuade, convince, influence, train and monitor others, in favor of a desired outcome and to provide customer service. Requires the ability to act as a lead person.

Requires the ability to communicate orally and in writing with patrons and library staff

### **Equipment, Machinery, Tools and Materials Utilization:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as paper cutter, label maker, typewriter, computer terminal, computer printer and photocopier and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a wide variety of reference and descriptive data and information such as schedules, lists, circulation forms, patron records, policies, procedures, regulations and general operating manuals.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

### **Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

### **Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

## **ADA COMPLIANCE**

### **Physical Ability:**

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds. Ability to push and pull book trucks weighing 40 pounds.

### **Sensory Requirements:**

Requires the ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

### **Environmental Factors:**

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

The Town of Belmont, Massachusetts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.